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DEFENSE TRAVEL SYSTEM

DRAFT

U.S. ARMY
BUSINESS RULES

UPDATES TO THIS DOCUMENT

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- Section 2
- Section 3.c.(1), (2) and (4)
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- Section 1
- Section 3.c.(1) - 3.c.(2)
- Appendix B

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1. Scope. These procedures apply to any Army users of the Defense Travel System (DTS).

2. Background. The DTS provides users with the capability to prepare, edit, and route Travel Authorizations (TA), Vouchers and Local Vouchers, electronically. It requires some manual processes to build trips within the system as well as other "work arounds" pending completion of the fully automated capabilities.

3. Travel Policy and Procedures within DTS.

a. Appendix O, Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR), governs simplified entitlements under the DTS. A copy may be found at http://www.dtic.mil/perdiem/jftr/jftr-ao.txt. Where Appendix O is silent on an issue, other portions or the JFTR/JTR apply.

b. TDY and local travel documents will be processed through the DTS. The DTS default forms replace the manual DD Forms 1610 and 1351-2. Digital signatures will be used in lieu of written signatures. Digitally signed documents will be passed electronically to the next individual involved in the process (reviewer/approver/certifier) via electronic routing. This consists of pre-established routing lists that identify these individuals and, because of each holding unique passwords and digital signature certificates, ensures the integrity of the routing/signatory process.

c. Certifying Officer Legislation (COL).

(1) The language of the Certifying Officer Legislation (COL), Public Law 104-106, requires an appointee be trained and knowledgeable in the responsibilities of a certifying officer (CO). In DTS this means that all Authorizing Officials (AO), Self Authorizing Officials (SAO) and Centrally Billed Account (CBA) COs are required to take COL training and pass a COL test. COL training and testing must be completed prior to issuing a DD 577 to an AO. COL training and testing documentation will be kept on file with the DD 577s in the office of the Finance Defense Travel Administrator (FDTA). Per FMR Vol 9, Chapter 2, http://www.dod.mil/comptroller/fmr/09/09_02.pdf DD 577s will be kept 3 years and 6 months after the accountable official no longer holds the position in accordance with each organization's records management guidance. The FDTA will generate a memorandum stating where the documentation is maintained and mail it to the following address:

Deputy Director, Centralized Disbursing Services
ATTN: DFAS-ADCAC/IO
Indianapolis, IN, 46249-8680.

There are two COL training and testing websites available:

(a) The DFAS COL Tool is at this website: http://www.asafm.army.mil/fo/fod/dts/training/training.asp. Click on the "Certifying Officer Legislation (COL) Training Module" link to download the COL CBT. Only the Travel portion of this training is required. A score of 70 is passing. **CAUTION: This tool was written for Microsoft Windows 95 and 98.**

(b) The Air Force COL Tool is at this website: http://www.saffm.hq.af.mil/coaotut/. Only the Travel (TDY) portion of this training is required. Use this site to take the COL training and test, only. The Air Force policy information does not apply to the Army.

(c) If an alternative training method is chosen, it will at least cover the basic guidelines provided within the DFAS COL CBT, (e.g. understand the public trust, supporting documentation, responsibilities, personal liability, legality) and delegation of rules. The final scores from this proctor-administered test will be attached to the DD 577 that is filed in the office of the FDTA.

(2) The Authorizing Official/Certifying Official (AO/CO) should reside within the organization using DTS (DoD FMR, Vol. 9, Chap 2) and must be appointed in writing by the commander or director. Alternate AO/COs must be identified, also. See Appendix B for instructions on how to complete the DD 577. Certifying Officers or AO/COs shall not be appointed as Defense Travel Administration (DTA) members. This is to maintain separation of duties and prevent a conflict of interest. Exception under DTS is on a case by case basis with express written approval by your major command and may only be based upon the depth of the support personnel within an organization. For example: In a Field Operating Agency which may have only five employees, the functions may, by necessity, be assigned to one individual. Such appointments must be approved by that agency's MACOM.

(3) An Accountable Officer appointment letter is required for the following individuals:

(a) Reviewing Official. When a Reviewing Official is placed in the Routing List for Travel Vouchers (TV) to validate the entitlements of the Appendix O (i.e., indicates by the REVIEWED stamp that it is a valid entitlement and the AO/CO should sign the TV), that Reviewing Official must be appointed in writing.

(b) Members of the Defense Travel Administration (DTA) Team. The appointment letter of a Defense Travel System Specialist is somewhat different as those individuals who may require access that, by its nature, gives them the ability to approve documents and assign permission levels. This specific appointment letter advises the DTA Team member of restrictions placed upon that appointment.

(4) Non DTS Entry Agent. A Non DTS Entry Agent (NDEA) is a military member or DoD employee, designated in writing by local command authority, responsible for the input of trip requests and claims for reimbursement in the DTS for unconnected travelers who do not have reasonable access to the DTS. When the NDEA electronically signs the voucher for the unconnected traveler, the only certification that is made is that the information contained in the unconnected traveler's manually prepared and signed paper voucher is entered as claimed on that voucher. The NDEA is not responsible for the validity of the paper voucher signed by the traveler, but is responsible for entering the data correctly as presented. The NDEA should FAX or scan the hardcopy Voucher, prepared by the traveler, and receipts into DTS. This will satisfy the requirement to retain copies of all supporting documentation for all

documents they enter into DTS for 6 years, 3 months (hardcopy does not need to be kept).

d. The DTS Computation Module is certified by DFAS. DFAS travel clerks no longer compute vouchers generated by the DTS. Both obligations and disbursements are electronically passed to the Defense Accounting and Disbursing Systems (DADS), with payment made via electronic funds transfer to the traveler's financial institution and/or the government travel card vendor.

e. The Standard Document Number (SDN) is no longer constructed as currently outlined in Chapter 5, DFAS-IN Regulation 37-1. A six-digit Travel Authorization (TA) number generated by the DTS replaces the SDN.

f. Use of dbCAS. Travel authorizations that are processed into the Defense Accounting and Disbursing Systems (DADS) from the DTS will not be entered into dbCAS as STANFINS input. The obligated DTS documents are available for analysts to top load the dbCAS to balance commitments to existing obligations. TDY documents that are not end-to-end in DTS (e.g., Arrangements Only where obligations and disbursements are blocked) are committed and obligated under existing procedures for DD Forms 1610 and 1351-2.

g. Manual Adjustments to DTS-Generated Obligations. Once a TA has been obligated via the DTS, budget analysts cannot make any manual adjustments. If the TA needs to be corrected, an amendment to the authorization will be created within the DTS.

4. Responsibilities: For the purpose of this guide, the AO and CO is synonymous and discussion will reflect "AO/CO" responsibilities. If the duties are split, only those functions pertaining to certifying a voucher or local voucher would apply to the CO when processing travel through DTS.

a. The AO/CO is responsible for ensuring that travel is mission essential and funds are available. The AO/CO will be the last signatory before the documents process through the system and could be held pecuniary liable for errors. The following actions are required of the AO/CO. Following each function, the responsible official is designated in parentheses **( )** when functions are split.

- Ensure the mission is essential and within programmed dollars by applying the "AUTHORIZED" stamp **(AO)**
- Ensure the correct line of accounting is charged **(AO)**
- Ensure the expenses are entitlements in accordance with Appendix O **(AO)**
- Certify funds for obligation and disbursement by applying the "APPROVED" stamp **(CO)**
- Maintain original receipts for all lodging costs and other individual reimbursable receipts $75 or more for a period of 6 years, 3 months. These

receipts may be electronically stored within DTS using the Receipt Imaging function. See DTS Processing Manual, Chapter 2, Section 2.7 for details on faxing or scanning receipts. This will satisfy the requirement to retain copies of receipts for 6 years, 3 months (hardcopy does not need to be kept).

The AO/CO will be the accountable officer for an organization's travel funds and will have pecuniary liability for certified payment as outlined in DoD FMR, DoD 7000.14-R, Volume 5, Chapter 33, at www.dtic.mil/comptroller/fmr/05/05_33.pdf .

b. The organization's budget analyst/accounting technician is responsible for validating those obligations are properly recorded in the applicable Defense Accounting System by generating and reviewing budget reports.

NOTE: Under DTS, there is a clear distinction between what many resource management (RM) personnel have come to call a certifier of funds versus a certifier for payment. In the current RM environment where paper travel documents are generated, a budget analyst or accounting technician may "certify availability of funds". Under DTS, this individual applies the* REVIEWED *stamp. The* CERTIFIED *stamp* does not *create the obligation of funds and* will not *be used by Army RMs within the DTS.

c. Traveler:

- Prepare initial TA and subsequent travel voucher (TV).
- Select payment method (all to traveler or split disbursement).
- Obtain ticketing information from CTO and post data into the DTS (see paragraph 5f(3) below.)
- Ensure the integrity of his/her digital signature PIN. Intentional fraud perpetuated by the traveler against the government through this process is subject to legal action.

d. Transportation Office (TO): The TO must conduct quality control of travel contract support, ensuring the supporting CTO is in compliance with contractual requirements and that travel policies are followed (e.g., city-pair fares are used whenever possible, use of non-city pair fares is properly justified, etc.). The TO will reconcile DTS-generated tickets charged to the Centrally Billed Accounts (CBA). Until the automated reconciliation module is resident in the DTS, TOs will use the manual CBA reconciliation process described in Appendix C. Once the automated CBA Reconciliation Module is ready to use within DTS, the TO will certify payments of the CBA invoices within DTS. At that time, the TO must be appointed in writing as a Certifying Officer and must complete the COL training. The TO is also involved in all processing of OCONUS travel relative to use of Patriot Express and assignment of Cost Identification Codes (CIC). This is further discussed under "OCONUS Travel".

5. Process. The business rules described herein are for use in deploying the DTS. Army will review and adjust these rules as required when deploying to various locations.

a. Types Of Travel Not Processed In DTS. Due to some functions still under development within the DTS, the following categories of travel will not be processed in DTS at this time:

Multiple LOAs with multiple accountable station numbers
Permanent Duty Travel (formerly, Permanent Change of Station)
- Invitational Travel Orders
- Senior ROTC
- Reservists travel for medical/dental care
- Retirees called to Active Duty
- Travel by Individual Ready Reserve members
- Travel by Midshipmen and Cadets

b. Traveler's Personal Profile. Upon logging in to DTS the first time, travelers must review their personal profile and ensure all data is correct, especially Checking or Savings Account and Routing numbers and the Government Charge Card (GOVCC). A member of the DTA enters and maintains this data. If changes occur to these accounts (e.g., renewal of GOVCC with new expiration date, change banks, etc.) the traveler must contact their DTA to make the change in the traveler's profile. Electronic Fund Transfer (EFT) payments for TDY will not be made if these numbers are not in the DTS and manual processing by DFAS will be required, thereby extending the time before a traveler may receive payment. If any part of these account numbers is incorrect, the disbursing system will reject a submitted voucher, and the traveler will not be paid. Reject emails are sent to the traveler and DTA reject email address.

c. Digital Signatures. Use of digital signatures, protected by the Public Key Infrastructure (PKI), is an inherent part of the DTS and will be used. Army personnel will use their Common Access Card (CAC) to log into DTS. Since most personnel leaving a DTS site are moving on to another military site, individuals must not be deleted from the Web Portal. The PKI moves with the individual from one unit to the next. Only when leaving DoD (e.g., retiring, exiting from service, or taking a job outside DoD) should the individual be deleted from the DTS. At this time, the DTA must contact the Tier III Help Desk and request the deletion take place. The Tier III Help Desk is located at Northrop Grumman in Fair Lakes, VA.

d. Reservations Module.

(1) Where Web Portal connectivity to the Commercial Travel Office (CTO) is available, the Reservations Module must be used to make all travel arrangements with the government CTO. This rule applies whether or not the organizations Defense Accounting and Disbursing Systems (DADS) are available to receive DTS-generated travel documents. When the DADS are NOT available, the traveler will enter the travel arrangements, "booked" by the CTO, approved by the Authorizing Official (AO), and printed out and signed by the AO, and continue processing in the manual mode.

(2) Where Web Portal connectivity is not available with the CTO, the Reservations Module will not be used. Travelers must contact the CTO to arrange

ticketed transportation, hotel and rental car reservations and enter that information in DTS using the Other Transportation option. Travelers will confirm that the CTO is using the appropriate government charge card (Centrally Billed Account (CBA) or Individually Billed Account (IBA)) to pay for their airline ticket. Creating the Travel Authorization (TA) with the incorrect billing may result in errors in the settlement process and cause erroneous payments to the traveler or incorrect obligations to an installations centrally billed account.

e. Arrangements Only. Certain types of travel preclude the use of the DTS for end-to-end document processing through the agency's accounting and disbursing systems. However, the DTS may be used to make reservations and as an order writer to produce DD Forms 1610 and 1351-2 for manual processing. For the Army, DFAS is requiring these forms for TDY processed using existing manual obligating and disbursing procedures. Should the traveler require use of the Other Authorizations Module, the traveler must select the appropriate items from the drop down menu, open it, and enter the variation in the "*Remarks*" section. For items, such as Rental Car Authorized, POV Authorized, or any comment for which there is not a specific drop-down menu selection, the traveler must select *"OTHER"*, open it, and enter the appropriate comments in the "*Remarks*" section. Without these entries, the comments will not print out on the DD Form 1610 and DFAS will not pay the entitlement.

f. Government Quarters. DTS defaults to **"***Quarters Available*" if traveling to a Temporary Duty (TDY) site where a government installation exists. If government quarters are not available, the traveler must change "*Quarters Available*" to read "*Adverse Effects/Commercial Lodging*" and enter the appropriate lodging rate for the appropriate dates of TDY. This will populate the correct commercial lodging rates. The traveler must also enter the Non-Availability Number in the comments module of the Travel Authorization (TA). If the Web Portal is connected to the CTO, this number will be entered by the CTO in the Remarks section of the completed Itinerary. If military quarters are being used, it is important that the AO/CO check the TA to ensure that traveler has not selected the commercial lodging. If the AO/CO erroneously approves a TA with commercial lodging and the traveler subsequently uses commercial lodging, the traveler will be reimbursed for commercial lodging regardless of AO/CO intent. This is IAW entitlements law.

NOTE: The DTS does not identify rank, such as CSM, that may have different quarter's entitlements. In this case, the traveler should enter this type rank identifier in the COMMENTS section of the Reservation Module to alert the CTO that this information must be made available to the Billeting Office when requesting military quarters.

g. Ticketing. Once the AO has approved the TA, the CTO will, within 72 hours of travel date, purchase the traveler's ticket. E-tickets will be used. To meet new national security requirements, travelers must carry a copy of the itinerary at all times.

(1) To assist in making reservations when the DTS does not provide CTO connectivity, the traveler may view current flight schedules at Carlson Wagonlit Travel web site, www.cwgovernment.com or SATO web site, www.satovacations.com . This

information is for planning purposes only. City pair flights must be used whenever available.

(2) Non-Contract Air Fares. If requesting non-contract airfares, the traveler must select, in the Other Authorizations Module, "NON-CONTRACT AIR FARE". The traveler must enter a justification for requesting non-contract air fares (see *NOTE* below) in the Comments sections of BOTH the Reservations (Air) Module AND the TA Comments Module. The AO/CO must approve use of non-contract airfares for the CTO to have the authority to purchase non-contract fare tickets.

NOTE: Non-contract fares must be approved by the AO/CO when one of the following exceptions can be applied: Look App O for specific exceptions.

(a) No seats/flight available in time to accomplish the purpose of the travel.

(b) A lower priced commercial fare is available. GSA advises travelers to read the restrictions on such fares carefully for possible prohibitions, additional charges, required advance purchases, etc.

(c) All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours.

(d) Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.

(e) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable for the traveler.

(3) Once the ticket is booked, the supporting CTO will provide the traveler actual flight and cost data. The traveler must enter that data into the Ticketed Transportation Module of the DTS. At a minimum, the following data must be entered:

- Ticket Number (e.g., Ticket #123456, Ticket #223456)
- Dates of Travel
- Departure Airport
- Arrival Airport
- Cost (upper right data field)

A separate entry is made to and from all TDY points, but not to points where the traveler changes equipment enroute. For example, on a trip from Washington to Fort Lewis to Fort Bliss and return to Washington, there will be three entries: (1) Washington to Seattle, (2) Seattle to El Paso, and (3) El Paso to Washington. The total cost of the trip will be entered on the first trip segment only (e.g., Washington to Seattle).

(4) E-Tickets will be used. Exception: An airline does not provide e-tickets (e.g., Air Trans Airline).

(5) Individually Billed Accounts (IBA) Usage for Tickets. IBAs should be used for purchasing tickets when using DTS. Within DTS, the IBA is referred to as the Government Charge Card (GOVCC). If using an IBA for purchasing a commercial airline ticket, it is EXTREMELY important that Mode of Transportation selected is "CP-I".

(6) Centrally Billed Accounts (CBA). Any travel using a CBA must coordinate with a member of the DTA to ensure the CBA number is loaded into the organization's profile. If using a CBA, the traveler must ensure that the CTO knows to which account to charge the ticket. A separate Line of Accounting (LOA) is used for CBAs within the Army. This will require the traveler to select two LOAs (Element of Resource (EOR) 21T1 for the CBA and EOR 21T2 for all other costs) and allocate expenses accordingly. If using a CBA for purchasing a commercial airline ticket, it is EXTREMELY important that Mode of Transportation selected is "CP-C". Reconciliation of CBAs is discussed in Appendix C of this guide.

(a) Until the automated CBA Reconciliation Module is implemented in DTS, hardcopy Travel Authorizations need to be delivered to the CTO. The CTO needs these to reconcile the CBA accounts. The DTS default TA form should be delivered so there is no doubt that the TDY was performed using DTS. How the CTO receives the hardcopy TA can be specified in the site's Local Business Rules.

(b) It is important that the CTO realizes that DTS uses the six-character TA Number as the Standard Document Number (SDN). The CTO must not "construct" an SDN in the manual fourteen-character format.

(c) There must be separate CBA accounts for DTS trips. For example; CBA account 1 will be used for DTS travel and CBA account 2 will be used for non-DTS travel.

(7) Receipts. Travelers must acquire a receipt for airline tickets. This receipt may be in the form of a final itinerary, with credit card number, received from the CTO agent via fax or e-mail, or it may be an e-ticket receipt with the credit card number. Two-to-three business days prior to travel, the CTO will purchase the e-ticket. E-ticket receipts may be available from the CTOs web site. The traveler will verify the actual cost of the ticket in the Ticketed Transportation Module when the Travel Voucher (TV) is prepared. If the cost of the ticket is $75 or more, a copy of the E-Ticket Receipt, with credit card number, must be included as part of the receipt package reviewed by the Authorizing Official/Certifying Officer (AO/CO). If the CTO uses SABRE for ticketing, an e-ticket receipt may be acquired by accessing the web site, www.virtuallythere.com.

(8) **Unused and Partially Used Tickets.** All unused or partially used tickets must be returned, either by notifying the CTO that a part or all of an e-ticket was not used or by physically returning a hard-copy ticket. The traveler is responsible for any lost tickets. The traveler must amend the TA to change the costs of the tickets to reflect the reduced cost in the Ticketed Transportation Module. An appropriate explanation must be entered into the Comments Module relating why the ticket or any part thereof was not used. The amendment is forwarded to the AO for approval. The Amendment (front page and comments page showing changes) must be forwarded to the Transportation Office (whether this is done within or outside of DTS should be specified by the site's Local Business Rules) within 48 hours of approving the Amendment. The number of copies required by the TO is determined by Local Business Rules.

h. OCONUS Travel. All OCONUS travel will follow current business practices regarding country clearances, use of Air Mobility Command (AMC) flights, etc. The TO is responsible for contacting the appropriate AMC point of contact to determine availability of an AMC flight for OCONUS travel. If none is available, CTO will book commercial travel. OCONUS travel authorizations are prepared the same as CONUS travel. For OCONUS travel, the Transportation Officer will add the Cost Identification Code (CIC) to the Comments Module on the TA prior to the AO signing the TA. The user organization is responsible for determining who will complete this process at its site. It is recommended that conditional routing to the responsible individual be used on all OCONUS flights to ensure that the CIC is properly entered and available should the traveler be directed to an AMC flight during any segment of the trip. The CIC must be entered on the TA before in processing on an AMC flight. The CIC is structured IAW prescribing format in DFAS-IN Regulation 37-100-XX, 16-TAC-1. A copy is provided at Appendix E along with CIC construction samples for use with STANFINS and SOMARDS accounting systems**.** Also provided in this appendix are samples of the Line of Accounting from other services from which data may be derived to compile the CIC.

i. Paper Tickets. E-ticket is the default, but when an E-ticket is not available, the hard copy ticket must be picked up at the CTO or may be delivered to the traveler, depending upon services outlined in the supporting CTO's contract or outlined in the local Transportation Office guidelines. There may be a fee for hard copy tickets. The government will reimburse for this fee only when an E-ticket is not possible or a hard copy ticket is required for mission accomplishment, not traveler preference.

j. After-Hours Assistance. When making changes after duty hours, the traveler must call the CTO using their toll-free number. The DTS must be updated appropriately when changes have been made.

k. After-Hours And Emergency Reservations. Traveler may make reservations, via telephone or in person, upon verbal orders of the commander/director. The TA will be completed on the next business day by the traveler or NDEA, as appropriate, with the airline cost entered into the Other Transportation module. Other local Transportation Office rules may be in effect that provide further guidance on required contacts when booking or changing reservations after hours.

l. Cancellations.

(1) Tickets. The traveler is responsible for notifying the CTO of a cancelled reservation. If a trip is cancelled after the TA has been approved, traveler must initiate an Amendment to the TA in the DTS, putting the reason for the cancellation and the cancellation confirmation number in the Comments Module and forward it to the AO/CO. If connected to the CTO, request for cancellation must be sent to the CTO via the Reservations Module. The CTO will cancel the reservations and note cancellation confirmation numbers, which will be available for review in the *"Comments"* block. When the AO/CO signs the Amendment, the DTS will return the funds to the Budget Module. The Amendment (front page and comments page showing changes) must be forwarded to the Transportation Office within 48 hours of approving the Amendment. The number of copies required by the TO is determined by local business rules. Cancellation procedures are discussed in detail in Appendix F.

NOTE: The traveler will ensure that any paper tickets for a cancelled trip are returned to the CTO within five days of cancellation. Cancellations take 30-45 processing days before the Bank of America posts a refund on its billings. Traveler is responsible for lost tickets.

(2) Expenses Associated with Cancelled Trips.

(a) Most hotels will charge the traveler for a one night room cost if not cancelled by the hotel's cancellation deadline. If a traveler is unable to cancel the room prior to that deadline and gets charged, the traveler may be reimbursed by entering a *Cancellation Room Charge* (to include taxes) within the Expenses Module. No drop down menu item exists for this, but may be manually typed in the blank space when the "Add" button is selected and the module opens.

(b) It is important to note whether the TA has or has not been stamped with the CANCEL stamp. If the TA has NOT been cancelled, the traveler must prepare a TV from the TA, enter the expense associated with the cancelled trip in the Expenses Module , and forward the TV to the AO/CO. If the TA has been cancelled, the costs (including Registration Fee) may be recovered by the traveler initiating a DTS Local Voucher (LV). Traveler must enter in the *Comment* section the purpose of the LV, the destination, document name (or TA Number, if approved), and the statement, "Original TA was cancelled".

m. Itinerary.

(1) DTS has a direct link to the Per Diem Table. When completing the itinerary, the DTS searches for the name of an Army Post (e.g., Fort Campbell) by prefixing it "FT.". Use of any other abbreviation may cause the DTS to fail to recognize the TDY site.

(2) When the traveler is going to multiple TDY locations during the same trip, additional TDY locations can be entered on the Trip Overview window.

n. DTOD. The DTS is linked to the Defense Table of Official Distances and is used when calculating the cost of taking the traveler's privately owned vehicle on TDY. The DTOD is not used to calculate mileage to and from the airport or for local travel.

o. In and Around Mileage. This mileage must be calculated by entering the miles traveled in the Expense Module. Traveler will use "Pvt Auto-Local" for this expense.

p. Travel Authorizations (TA). The AO/CO will notify the traveler when a TA has been approved.

(1) Where the Web Portal is connected to the CTO, the DTS will route all documents electronically.

(2) Where Web Portal connectivity is NOT available:

- The traveler must print out a copy of the approved TA.
- To obtain airline reservations, the traveler must provide a copy of the first page and the Document History page (usually the last page) of the TA to the CTO. Use of physical signatures is subject to Army CTO contractual requirements.

NOTE: If a copy of the TA is NOT provided to the CTO, no ticket will be issued.

(3) The DTS will automatically issue the TA when the AO/CO signs it.

(4) In lieu of a blanket travel order, certain AOs may be designated as a "self-approving official", in which case he/she may approved his/her own TA.

(5) **Naming the TA**. The DTS automatically names the TA during the approval process. The TA number is composed of six characters and it replaces the 14 character SDN.

q. Crossing Fiscal Years (FY). The DTS will not hold TDY documents that cross FYs. Therefore, the original TA will contain those costs for the current FY and the appropriate Line of Accounting (LOA). At the start of the new FY, the TA will be amended to add the new year cost and LOA and allocate all costs to the respective LOAs by FY. For ex. rental car expenses; compute the daily cost and allocate the costs based on the number of days that the car was rented in each FY.

r. Travel Vouchers (TV).

(1) Settlement vouchers are prepared using the TA name assigned by the traveler.

(2) When preparing a voucher, verify the mode of transportation is the same as that mode on the TA (Ticketed Transportation Module). If the mode of transportation must be changed for any reason, adjustments to travel arrangements

should be made through the contracted CTO. Reflect the changes on the voucher and submit.

(3) Government Charge Card ATM Advance expense must be manually calculated based on recent changes to the government's contract with Bank of America. The expense will be 3% of the ATM withdrawal amount or $2.00, whichever is the larger amount. This expense is a menu item in the Expenses Module.

(4) AO/CO must always review the pre-audits to ensure all data fields are properly completed. For example, if the "Type Travel" field is left blank in the Itinerary Module, the DTS will reject the voucher.

s. Local Vouchers (LV).

(1) The LV is not formatted to provide all the pertinent information necessary to request reimbursement for local travel entitlement. Therefore, LVs **must include** the date(s), the destination, the purpose of the travel and itemized expenses. Enter this information in the Remarks section on the Digital Signature screen.

(2) LVs cannot be amended. Therefore, LV rejects (for ex. a bad LOA) require manual intervention to correct them. The funding for the original LV must be de-obligated through existing account maintenance processes upon coordination with the appropriate DFAS Accounting POC. The amount of the original LV must be returned to the Budget Module. A new LV must be generated that includes the correction to the data that caused the REJECT status.

t. Travel At "No Expense To The Government". This type of travel is often referred to as Permissive TDY where an individual may travel at his/her own expense with approval from the supervisor. The traveler is considered to be in duty status and no leave is charged. An example of this type travel include technical or professional conferences, training, or seminars. For this type travel, the following statements must be put into the Comments Module:

(1) Attendance is in the DoD's interest, but travel is at no expense to the government and no per diem or other reimbursement is authorized.
(2) Travel is at the employee's request and no accounting information is placed on the travel, and,
(3) The employee may choose not to perform the travel without penalty.

u. Correcting Lines Of Accounting (LOA). LOAs attach a fund citation to an organization. In some instances, a LOA may contain an error that will cause the obligation to reject. Editing a LOA is further discussed in Appendix G. Another deviation to preparing a LOA is the use of placeholders and wild cards. Use of these indicators in a LOA enables a second party in the routing process to complete specific data fields in the LOA. Examples of LOAs with placeholders and wild cards are found in Appendix H.

v. Military Pay Reports. Pending the emplacement of a system within the DFAS Military Pay Branches to produce Military Pay Reports from the DTS, the FDTA, if necessary, will be responsible for periodically publishing the organization's

Military Pay Report and forwarding it to the appropriate point of contact within the Military Pay Branch at the supporting Field Site.

w. Operating Under a Continuing Resolution Action (CRA). Under the language of the CRA, Congress permits a project/activity to continue operating under the funding levels of the prior fiscal year. Therefore, it is encouraged that DTS user organizations load their DTS budgets within the limits permitted under the CRA and continue using the DTS for automated processing of TDY authorizations and vouchers. The specific extract for FY02 of the CRA is provided at Appendix H.

x. Split Disbursement. The DTS defaults to split disbursement. Split disbursement is the preferred method of payment to the charge card vendor. To change reimbursement from split disbursement to pay the traveler, the traveler must open the applicable module (Ticketed Transportation, Lodging/M&IE, or Expenses), select the ***Options*** icon next to the related expense, and change the reimbursement from GOVCC to PERSONAL. For overpayments to the government travel card, contact Bank Of America directly to obtain a refund.

y. Funds Control. An agency may elect to provide continuous oversight at all management levels and route TAs and TVs through the members of the DTA. Each may either print out documents or pull budget reports to track funds. Routing and Internal Controls are determined by the local command or organization. Adding additional steps to Routing Lists may slow down the approval process. Producing DTS reports, whenever needed, is the preferred method to gather DTS data.

z. Payments. Payments are generated based on the DFAS disbursing systems schedules.

aa. Debt Management. If a traveler is assessed a Due United States (Due U.S.), a member of the DTA will make initial notification and begin the debt collection process (see Appendix I).

bb. Maintaining User Tables. The process for maintaining the User Tables (Traveler, User, Signature, and Group) by removing the assigned organization from departing users within the Doc Prep Admin Module is detailed in Appendix J. At this time, new names must be entered into the User Tables as instructed in DTA training classes. The DTA member responsible for maintaining the DTS personnel database should be added to the organization's in- and out-processing checklist. When the new DTA Tool is available, there will be further training on how to add and remove personnel.

cc. System Rejects. If a traveler has not been paid in 7 workdays, the TV should be opened and the status checked for a REJECT stamp (in signature icon block). If the document has been rejected, immediately contact a member of the DTA to correct the error and retransmit the TV.

dd. System Response Time. Response time by the DTS has a direct relationship to infrastructure capability. The DTS will display an hourglass or dots around the function key selected when it is running an operation. Be patient.

ee. Contractor in DTS. Contractors acting as DTS System Specialists must be appointed in writing. The contractor cannot perform any role that is inherently government in nature and must be following specific direction from a government official in the performance of his duties. This means they can't obligate, disburse, certify or determine entitlements for any DoD traveler. A good rule of thumb is that the job they are performing must be of an "administrative nature" only. Remember, contractors cannot be held pecuniary liable. When in doubt, look at the financial management regulations.

ff. Authorized Stamp Usage. The authorized stamp may be used for the purposes of authorizing the mission. Typically, the user of this stamp is between the traveler and the reviewer for fund availability for authorizations only. Since this is not an entitlement review, appointment letters are not required. COL training, testing and documentation standards apply.

gg. Non-ATM Advances. Advances are to be charged to an LOA with an EOR of 4110. The FDTA must create a new LOA in DTS with the 4110 EOR (everything else the same as the 21T1and 21T2 LOAs) probably labeling it with the letters ADV, similar to using AIR and PERDIEM on the other LOA labels. When requesting the advance and asked what LOA to charge the advance to, the traveler must select the ADV 4110 LOA. This will ensure it is correctly accounted for in DTS and accounting.

APPENDIX A

SAMPLE
Certified Officer Legislation (COL) Training Certification
In lieu of COL Computer-based Training Certificate

(USE APPROPRIATE LETTERHEAD)
(Date)

MEMORANDUM FOR RECORD

SUBJECT: Certified Officer Legislation Training Certification for (*name of individual completing training*)

In accordance with Public Law 104-106, Certifying Officer Legislation, (*name*) completed the required Certified Officer training on (*date*).

While serving in the capacity of a Certifying Officer, or in the combined capacity of an Authorizing Official/Certifying Officer, (name of individual) will be required to certify TDY payment vouchers and documents prepared under the Defense Travel System (DTS) in accordance with Appendix O of the Joint Federal Travel Regulation and Joint Travel Regulation. Attached to the duties of this position are all the pecuniary liabilities as required by subject law and outlined in the appointment order.

This certification shall be attached to the Certifying Officer appointment order.

SINCE THE APPOINTEE WAS NOT ABLE TO PRINT A COL TRAINING CERTIFICATE FROM THE COL CBT, THE APPOINTING OFFICIAL, WHO SIGNS BELOW, WILL INCLUDE, IN THIS MEMO, A STATEMENT CERTIFYING THAT THE APPOINTEE HAS COMPLETED THE COL TRAINING.

(Signature of Appointing Official) _____

APPENDIX B

THE DD FORM 577, JAN 2004 (OR LATER) WILL BE USED TO APPOINTMENT ALL PERSONNEL REQUIRING APPOINTMENT BY DTS.

The form can be found at:

http://www.dior.whs.mil/icdhome/forminfo/FormInfoPage167.htm **Follow the instructions on page 2 of the form. Specific instructions, based on the type of DTS appointment are listed below:**

1. Authorizing Officials (AO) or Self Authorizing Officials (SAO)
    a. In block 13, mark x at Certifying Officer
    b. In block 14, enter the following:

Approve DTS temporary duty travel (TDY) and local travel, and certify payments of TDY and local travel entitlements. As a certifying officer you will be responsible for certifying payment vouchers and documents prepared under DTS in accordance with Appendix O of the Joint Federal Travel Regulation and Joint Travel Regulation. You may not concurrently serve as a deputy disbursing officer to any DSSN, cashier, paying agent, collection agent, change fund custodian, imprest fund cashier, or in any other accountable position involving the management of DTS. Exception under DTS is on a case-by-case basis with express written approval by your major command. An AO or SAO may not Approve their own Voucher or Local Voucher. Only an SAO may approve their own Travel Authorization.

    c. In block 15 enter DoD FMR, Vol. 5, chapter 33

2. Reviewing Officials (RO)
    a. In block 13, mark x at Other and enter DTS Reviewing Official
    b. In block 14, enter the following:

Review DTS travel documents (Travel Authorizations, Vouchers and Local Vouchers). As a reviewing official, you will be responsible for reviewing travel documents prepared under DTS in accordance with Appendix O of the Joint Federal Travel Regulation and Joint Travel Regulation. **You do not have the authority to obligate funds or to certify travel documents for payment**.

    c. In block 15 enter DoD FMR, Vol. 5, chapter 33

3. Finance Defense Travel Administrator (FDTA)
    a. In block 13, mark x at Other and enter DTS Finance Defense Travel Administrator
    b. In block 14, enter the following:

Maintain DTS budgets and Lines of Accounting (LOA). Review DTS travel documents (Travel Authorizations and Local Vouchers) to verify that the correct LOA has been selected. **You do not have the authority to obligate funds or to certify travel documents for payment**.

c. In block 15 enter DoD FMR, Vol. 5, chapter 33 and Vol 9, chapter 2; and DoD Directive 7000.15.

4. Organizational Defense Travel Administrator (ODTA) or Lead DTA (LDTA)

a. In block 13, mark x at Other and enter DTS Organizational Defense Travel Administrator or DTS Lead Defense Travel Administrator.

b. In block 14, enter the following:

Administer the DTS which includes updating organizations, routing lists, groups and personnel information. **You do not have the authority to obligate funds or to certify travel documents for payment**.

c. In block 15 enter DoD FMR, Vol. 5, chapter

5. Non-DTS Entry Agent (NDEA)

a. In block 13, mark x at Other and enter Non-DTS Entry Agent.

b. In block 14, enter the following:

Create and sign vouchers and local vouchers for submission within DTS on behalf of unconnected travelers assigned to your organization who do not have reasonable access to DTS. Receive a manually prepared and signed DD Form 1351-2, Voucher or SF 1164, Local Voucher from the traveler. You must retain all supporting documentation for a period of 6 years, 3 months for all documents you enter in DTS. When you sign the DTS voucher for the traveler, your certify that the information contained in the traveler's manually prepared and signed voucher is entered as claimed on that voucher. You are not responsible for the validity of the data for the manual voucher signed by the traveler. **You do not have the authority to obligate funds or to certify travel documents for payment**.

c. In block 15, enter DoD FMR Volume 9, Chapter 2, Section 020404.

6. Support Contractor

a. In block 13, mark x at Other and enter DTS Support Contractor

b. In block 14, enter the following:

Create government travel documents for use by government employees. Input and maintain lines of accounting to be used for government travel by government employees. Maintain approved budgets and travel targets for associated lines of accounting within the DTS based on documentation supplied by a government official. Maintain government personnel data. Assist the Transportation Office in reconciling the Centrally Billed Accounts (CBA). The contractor must comply with all privacy act requirements. Contractors cannot use DTS in the role of a traveler. **You do not have the authority to obligate funds or to certify travel documents for payment**.

7. Certifying Officer (CO) for Centrally Billed Accounts (CBA)

a. In block 13, mark x at Certifying Officer

b. In block 14, enter the following:

Certify payment of Centrally Billed Accounts.

c. In block 15 enter DoD FMR, Vol. 5, chapter 33

APPENDIX C

CENTRALLY BILLED ACCOUNTS (CBA) RECONCILIATION PROCESS

This CBA reconciliation process will be used until the DTS Automated CBA Module is released. The process is overarching for DTS and may be augmented to meet local requirements.

DTS CBAs: Separate CBAs will be established to purchase transportation tickets for trip authorizations generated within the DTS. It is highly recommended that a separate CBA be designated for tickets purchased for services and agencies other than Army organizations.

NON-APPROPRIATED FUNDS CBA: A separate CBA will be established for use by NAF travelers using NAF funds. NAF travelers will use the DTS to the maximum extent possible.

DTS CBA BILLING CYCLES: DTS CBA billing cycles will be established locally and included in the local business rules.

PROCESSING DTS CBA TAs BY USERS:

1. TAs will be created in the DTS to include the obligation for all CBA charges. The appropriate number of copies of the TA, as established by local business rules, will be provided to the Transportation Office (TO). The TA will be printed in the "default format" and will include the first page and any continuation pages that contain an extension of information found in Block 7, Accounting Classification.

2. Upon completion of travel, the traveler will request reimbursement for expenses through DTS. The traveler MUST acquire a ticket receipt (hard copy or e-ticket receipt) and update the TICKETED TRANSPORTATION Module to ensure accurate CBA ticket costs are identified.

NOTE: Refer to paragraph 5f(3) of basic rules for mandatory fields to be included in the TICKETED TRANSPORTATION Module.

PROCESSING DTS CBA TAs BY TRANSPORTATION OFFICE: The TO will:

1. Receive, review and validate data on TAs received from the users. Hard copies are required as substantiation for all charges on the CBA invoice being reconciled for payment.

2. Receive appropriate input files from the government charge card vendor (CCV) and the commercial travel office. This input will be reconciled to the DTS-generated TAs. To facilitate the reconciliation process, the TO may request an ad hoc report from TRW. (See last page of this Appendix for Ad Hoc Report format.)

3. When the CBA invoice is received from the CCV:

a. Date stamp the invoice.

b. Retain a file copy of authorizations and itinerary/invoice data and submit the required copies as substantiation for all charges on the CBA invoice being reconciled for payment.

c. Enter necessary data into the GTS program.

d. Reconcile the invoice.

4. Send invoice, substantiation documents, GTS disk, SF 1034 and required reports to the appropriate DFAS Field Site. Signed SF 1034 will include date invoice was received for prompt pay purposes.

DFAS FIELD SITE RESPONSIBILITY FOR PROCESSING DTA CBAs:

1. Enter received data for all CBA invoices. Validate Billing Total equals validated SF 1034. Required reports will provide necessary information to make corrections if totals do not equal.

2. Certify and pay invoice in accordance with the Prompt Payment Act.

APPENDIX D

Army Cost Identification Code (CIC) Format

1. All documents issued for passenger movements by the Air Mobility Command must contain a "customer identification code", and all cargo movements must contain a "transportation account code" to identify the office to be billed for the charges.

2. Assign the "transportation account code" in accordance with DoD 4500.32-R (Military Standard Transportation and Movement Procedures - MILSTAMP).

3. The cost identification code (CIC) for temporary duty (TDY) travel and civilian permanent change of station (PCS) travel will consist of a maximum of 15 digits and will be constructed as shown in Figure 1, below. The CIC for PCS travel other than civilian will consist of a maximum of seven digits which is comprised as follows:

a. The first digit is the department. For example, number 2 identifies Department of the Army (DA).

b. The second digit is the FY designation of the accounting classification, or the fourth digit of the movement designator code (MDC).

c. The third digit identifies the passenger category code as follows:

Category	Code
US Military and Civilian (U.S.)	1
Military Assistance Program	2
United Nations	3
Civil Works Program	4
Admin Ryukyus Islands	5
Canadian Nationals	6
Free World Forces	7

d. The fourth digit reflects an alphabetical code "A" that indicates a PCS movement of the individual.

e. The fifth digit reflects the type of travel for military members (that is, accession, rotational, separation, or unit travel). A zero is shown for other passenger codes.

f. The sixth digit is the passenger type (for example, officer, enlisted, or dependents of each).

g. The seventh and last digit is to reflect the country code when applicable.

Sample of Army CIC

Figure 1

A. CIC format for activities that use an APC (for example, STANFINS users):

1. Position 1 - Use the number 2 for Army.
2. Position 2 - Use the last position of the fiscal year.
3. Positions 3 and 4 - Use the last two positions of the basic symbol.
4. Positions 5 through 10 - Use the OA and four position APC.
5. Positions 11 through 15 - Use the FSN.

B. CIC format for activities that use a job order number (for example, SOMARDS users):

1. Position 1 - Use the number 2 for Army.
2. Position 2 - Use the last position of the fiscal year.
3. Positions 3 and 4 - Use the last two positions of the basic symbol.
4. Positions 5 through 10 - Use the job order number.
5. Positions 11 through 15 - Use the FSN.

APPENDIX E

DTS Service/Agency Line of Accounting Formats

Army LOA, 8/1/2001

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	FSN						^													
ACCT 2	DEPT		^	FY			^	BSN					^	LMT				^	PY	^
ACCT 3	OA		^	ASN			^	RSC					^	ODC		^				
ACCT 4	AMS/PA											^		FCA				^		
ACCT 5	MDEP			^	SODP			^	EOR					^						
ACCT 6	APC/PJ												^	CCC						^
ACCT 7	PMC			^	TDC			^	FSN						^					
ACCT 8	TF		^	LOC		^	FCN			^	FLN			^	IBOP				^	
ACCT 9	SCC																		^	
ACCT 10	PPC/S-JON								^	RCN	^									

Financial Information	Acronym	Acct Line	Position	Max # Char	Data Type	X12-Seg FA2 Codes
Fiscal Station Number	FSN	1	1-6	6	a/n	L1
Department Code	DEPT	2	1-2	2	n	A1
Fiscal Year	FY	2	4-7	4	a/n	A3
Basic Symbol Number	BSN	2	9-12	4	n	A4
Limitation	LMT	2	14-17	4	a/n	A7
Program Year	PY	2	19	1	a/n	B4
Operating Agency	OA	3	1-2	2	n	D4
Allotment Serial Number	ASN	3	4-7	4	n	D6
Reimbursement Source Code	RSC	3	9-12	4	a/n	E1
Obligation Data Code	ODC	3	14-15	2	a/n	E2
Army Management Structure Code/Project Acct	AMS/PA	4	1-11	11	a/n	B3
Functional Cost Account	FCA	4	13-17	5	a/n	C4
Management Decision Package	MDEP	5	1-4	4	a/n	G3
Special Operations Decision Package	SODP	5	6-9	4	a/n	G2
Element of Resource	EOR	5	11-14	4	a/n	F4
Account Processing Code/PRON/Job Order Number	APC/P/J	6	1-12	12	a/n	G4
Unit Identification Code/Cost Center Code	CCC	6	14-19	6	a/n	D1
Fund Code (ARNG)	PMC	7	1-3	3	a/n	B5
Cost Allocation Code (ARNG)	TDC	7	5-7	3	a/n	H4
Fiscal Station Number	FSN	7	9-14	6	a/n	L1
FMS - Transferring Agency	TF	8	1-2	2	n	A2
FMS - Location (Country Code)	LOC	8	4-5	2	a/n	P5 (1-2)
FMS - Case Number	FCN	8	7-9	3	a/n	P5 (3-5)
FMS - Line Number	FLN	8	11-13	3	a/n	P5 (6-8)
FMS- IBOP Transactions (Type/Payer)	IBOP	8	15-18	4	a/n	P4
Special Cost Code	SCC	9	1-18	18	a/n	H1
Program/Planning Code/Sub-Job Order Number	PPC/S-JON	10	1-8	8	a/n	G1
Regional Control Number	RCN	10	10	1	a/n	D5

Data Fields NOT included in LLOA.

Standard Document Number - The DTS-generated SDN will be the 6-digit trip record number.

Element of Resource - The EOR will show up on the trip record as a standard expense code (021). It will be in UDF OA record 23 and map to FA2 F4

Account Classification Reference Number - The ACRN will be mapped outside the LLOA (ref ENT01 Segment)

NAVY LOA FORMAT, 8/1/2001

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	TDPT		^	DFY		^											
ACCT 3	BFY	^	EFY	^	APPN				^	SUBH				^	OC				^	
ACCT 4	BCN					^	SA	^	AAA						^	TT		^		
ACCT 5	BPA	^	CI					^												
ACCT 6	CAC							^	FC		^	BSN		^						
ACCT 7																				
ACCT 8	AC				^															
ACCT 9	PA									^	APC							^		
ACCT 10	IBOP		^	CC (JON)													^	ACRN		^

NOTE: No delimited needed if Account Line is totally blank as in 7.

Field Named	Acronym	Data Type	TM Acct Line	X12 Segment	Footnotes
Authorized Activity Address					
(Disbursing Station Number- Router)	AAA	AN6	1	FA2 L1	1
Department Code	DEPT	AN2	2	FA2 A1	
Transfer Department	TDPT	AN2	2	FA2 A2	
Document Fiscal Year	DFY	AN2	2		
Fiscal Year (Beginning Fiscal Year -BFY)	BFY	AN1	3	FA2 A3	
Program Year Indicator (Ending Fiscal Year - EFY)	EFY	AN1	3	FA2 B4	
Appropriation Number	APPN	AN4	3	FA2 A4	
Subhead	SUBH	AN4	3	FA2 A7	2
Object Class	OC	AN4	3	FA2 F1	
Bureau Control Number	BCN	AN5	4	FA2 D5	
Suballotment Number	SA	AN1	4	FA2 D7	
Authorized Accounting Activity	AAA	AN6	4	FA2 L1	
Transaction Type	TT	AN2	4	FA2 E4	
Budget Program Acitivity (N for Navy)	BPA	AN1	5	FA2 B3	3
Customer Indicator (Activity UIC)	CI	AN5	5	FA2 E3	
Cost Account Code	CAC	AN7	6	FA2 H1	4
Fund Code	FC	AN2	6	FA2 B5	5
Budget Sub-Activity Number	BSN	AN2	6	FA2 B2	6
Allocation Code	AC	AN4	8	FA2 H4	7
Project Account	PA	AN9	9	FA2 P5	8
Account Processing Code	APC	AN7	9	FA2 G4	9
International Balance of Payments (IBOP)	IBOP	AN3	10	FA2 P4	10
Cost Code (JON)	CC	AN12	10	FA2 D1	11
Accounting Classification Reference Number (ACRN)	ACRN	AN2	10	FA2 D4	

Footnotes:

1 Used by DTS to Route Transactions
2 Standard LOA Elements used by all Systems
3 Used to Identify Service & Activity
4 Used by STARS-HCM for OBUIC for RDT&E,N only
5 Used by STARS-HCM for Major Claimant Code
6 Used by STARS-FL for Work Center Code
7 Used by IFAS for OTR-FUNC-CODE
8 Used by DIFMS for WBS-CD
9 Used by DIFMS/ IFAS/ SYMIS/ NOMIS/ RIMS for Shop Number
10 Required for Disbursing
11 Used by all DON Systems

Systems For Which This Applies
Standard Accounting and Reporting System - Headquarter (STARS-HQ)
Standard Accounting and Reporting System - Field (STARS-FL)
Defense Working Captial Accounting System (DWAS)
Defense Industrial Financial Management System (DIFMS)
Industrial Fund Accounting System (IFAS)
Navy Legacy Systems

USMC LOA FORMAT, 8/1/2001

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	FY		^	PY		^	APPR			^	SH				^		
ACCT 3	OC/SOC				^	BCN					^	SA	^							
ACCT 4	AAA						^	TTC		^										
ACCT 5	CC												^	MAC						^
ACCT 6	FA		^	WC		^	FC		^	CAC			^	BRC		^				
ACCT 7	RON															^	RBC	^		
ACCT 8	JNLU				^	DSSN			^	ACRN		^								
ACCT 9	IBOP				^															
ACCT 10	TF		^	LOC		^	FCN		^	FLN		^								

Field Name	Acronym	Data Type	Acct. Line	Position	X12 Segment
Authorized Accounting Activity	AAA	AN6	1	1-6	FA2 L1
Department Code	DEPT	AN2	2	1-2	FA2 A1
Fiscal Year	FY	AN2	2	4-5	FA2 A3
Program Year	PY	AN2	2	7-8	FA2 B4
Appropriation Number	APPR (BSYM)	AN4	2	10-13	FA2 A4
Subhead	SH	AN4	2	15-18	FA2 A7
Object Class/Sub Object Class	OC/SOC	AN4	3	1-4	FA2 F1
Bureau Control Number	BCN	AN5	3	6-10	FA2 D5
Suballotment Number	SA	N1	3	12	FA2 D7
Authorized Accounting Activity	AAA	AN6	4	1-6	FA2 L1
Transaction Type Code	TTC	AN2	4	8-9	FA2 G3
Cost Code	CC	AN12	5	1-12	FA2 G4
The definition for the FA2 crosswalk defines this field for the Navy/Marine Corps as MAC/AAC. This is a required field.					
Major Activity	MAC (WCI)	AN6	5	14-19	FA2 D1
Fund Administrator	FA (BEA)	AN2	6	1-2	FA2 B1
Work Center	WC (BESA)	AN2	6	4-5	FA2 B2
Fund Code	FC	AN2	6	7-8	FA2 B5
Cost Account Code	CAC	AN4	6	10-13	FA2 H1
Budget Reporting Code	BRC	AN2	6	15-16	FA2 C3
Reimbursable Order Number	RON	AN15	7	1-15	FA2 E2
Reimbursable Bill Code	RBC	AN1	7	17	FA2 E1
Job Number Local Use Code	JNLU	AN4	8	1-4	FA2 H4
Paying DSSN	DSSN	N	8	6-9	N104
ACRN	ACRN	AN2	8	11-12	ENT01 & IT101
International Balance of Payments Code	IBOP	AN4	9	1-4	FA2 P4
Transfer Agency - FMS	TF	AN2	10	1-2	FA2 A2
Location (Country Code) - FMS	LOC	AN2	10	4-5	FA2 P5 (4-5)
Case Number – FMS	FCN	AN3	10	7-9	FA2 P5 (1-3)
Line Number – FMS	FLN	AN3	10	11-13	FA2 P5 (6-8)

DBMS/Defense Agency LOA, 8/1/2001

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	ADSN						^													
ACCT 2	DEPT		^	FY			^	BS			^	SH					^			
ACCT 3	ASN					^	CAC				^	OCC					^			
ACCT 4	ORG					^														
ACCT 5	DBMS AC		^	FC		^	ADSN					^								
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9	IBOP				^															
ACCT 10	JON						^	ACRN		^										

NOTE: No delimiter needed if Account Line is totally blank as in 6, 7, and 8.

Field Name	Acronym	Size & Type	Acct Line	Position	X12 Segmen
Accounting and Disbursing Station Number	ADSN	A/N6	1	1-6	L1 A42
Department Code	DEPT	A/N2	2	1-2	A1 A10
Fiscal Year	FY	A/N4	2	4-7	A3 A12
Basic Symbol	BS	N4	2	9-12	A4 A13
SubHead	SH	A/N4	2	14-17	A7 A14
Allotment Serial Number	ASN	N5	3	1-5	D6 A20
Cost Account Number	CAC	N5	3	7-11	H1 A30
Object Class Code	OCC	N4	3	13-16	F1 A31
Organization Code	ORG	A5	4	1-5	E3 A26
DBMS Activity Code	DBMS AC	A/N2	5	1-2	D1 A27
Fund Code	FC	A/N2	5	4-5	B5 A16
Accounting and Disbursing Station Number	ADSN	A/N6	5	7-12	L1 A42
IBOP	IBOP	A/N4	9	1-4	P4
Job Order Number	JON	A/N6	10	1-6	G1 A35
Accounting Classification Reference Number	ACRN	A/N2	10	8-9	ENT01 IT101

AIR FORCE LOA FORMAT, 8/1/2001

Air Force Line of Accounting Elements Mapped to Travel Manager Accounting Fields

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	ADSN						^													
ACCT 2	DEPT		^	TA		^	FY	^	APPR				^	SL				^		
ACCT 3	FC		^	PY	^															
ACCT 4	OAC		^	OBAN		^	RC/CC						^	BA		^				
ACCT 5	BPAC						^	CDC			^	CC		^	SMC			^		
ACCT 6	EEIC					^	'C'+SC			^										
ACCT 7	ADSN						^	ESP		^										
ACCT 8	FM								^	PEC						^				
ACCT 9	IBOP		^																	
ACCT 10	JON												^	Obj-Class		^	COC		^	

Field Name	Acronym	Data Type	TM Acct. Line	X12 Segment
Accounting and Disbursing Station Number	ADSN	AN6	1	FA2 L1
Department Code	DEPT	AN2	2	FA2 A1
Transferring Agency (FMS only)	TA	AN2	2	FA2 A2
Fiscal Year	FY	AN1	2	FA2 A3
Appropriation Symbol	APPR	AN4	2	FA2 A4
Subhead/Limit	SL	AN4	2	FA2 A7
Fund Code	FC	AN2	3	FA2 B5
Program Year	PY	N1	3	FA2 B4
Operating Agency Code	OAC	AN2	4	FA2 D4
Operating Budget Account Number	OBAN	AN2	4	FA2 E4
Responsibility Center/Cost Center Codes	RC/CC	AN6	4	FA2 D1
Budget Authority	BA	AN2	4	FA2 B1
Budget Program Activity Code	BPAC	AN6	5	FA2 C4
FMS Case Designator Code	CDC	AN3	5	FA2 P5 (1-3)
FMS Country Code	CC	AN2	5	FA2 P5 (4-5)
FMS Line Number (Systems Management Code)	SMC	AN3	5	FA2 P5 (6-8)
Element of Expense/Investment Code	EEIC	AN5	6	FA2 F4
Sales Code (1st pos. "C")	SC	AN3	6	FA2 E2
Accounting and Disbursing Station Number	ADSN	AN6	7	FA2 L1
Emergency and Special Program Code	ESP	AN2	7	FA2 G3
Fund Control Number/MORD Number	FM	AN8	8	FA2 H5
Program Element Code	PEC	AN6	8	FA2 G1
International Balance of Payments Code	IBOP	AN3	9	FA2 P4
Job Order Number	JON	AN12	10	FA2 G4/H4
DIFMS Object Class	OBJ-CLASS	AN3	10	FA2 G2
Contractual Other Code	CNTR-OTH-CD	AN2	10	FA2 C3

(G4: Position 1-8)
(H4: position 9-12)

NOTE: Includes elements required for National Imagery and Mapping Agency (NIMA) and DIFMS

Note: Further information and documentation on Lines of Accounting is in the Defense Travel System Financial Field Procedures Guide (dtd April 2002, version 10). This procedures guide can be found on the PMO-DTS website at www.dtic.mil/travelink

Lines of Accounting (LOA) Formats – WAAS

WAAS 1, 8/7/2002

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	FSN						^													
ACCT 2	DEPT		^	FY				^	BSN				^	LMT				^	PY	^
ACCT 3	PP										^	ORC					^			
ACCT 4	OC				^	FSN							^							
ACCT 5	APC+DPI						^	CCC						^	ORGID		^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9	IBOP				^															
ACCT 10																				

Field Name	Acronym	Data Type	Acct Line	Position	FA2 / X12 Segment
Fiscal Station Number	FSN	6 AN	ACCT 1	1-6	L1
Department Code	DEPT	2 AN	ACCT 2	1-2	A1
Fiscal Year	FY	4 AN	ACCT 2	4-7	A3
Basic Symbol Number	BSN	4 AN	ACCT 2	9-12	A4
Limit	LIMT	4 AN	ACCT 2	14-17	A7
Program Year	PY	1 N	ACCT 2	19	B4
Program Project	PP	9 AN	ACCT 3	1-9	B3
Organization Responsibility Code	ORC	6 AN	ACCT 3	11-16	H1
Object Class Code	OC	4 AN	ACCT 4	1-4	F4
Fiscal Station Number	FSN	6 AN	ACCT 4	6-11	L1
Account Processing Code + DPI Code	APC+DPI	6 AN	ACCT 5	1-6	G4
Cost Center Code	CCC	6 AN	ACCT 5	8-13	D1
Organizational ID	ORGID	2 AN	ACCT 5	15-16	E3
IBOP	IBOP	4 AN	ACCT 9	1-4	P4

WAAS Lines of Accounting Examples

The following LOA examples were provided by WAAS (WHS, DAFS, DISA, and DoDEA). The examples are designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

WHS WAAS Traditional Format

9720100.1120 T601 0101 2101 2102 S49447 DSTD2T601
NOTE: Prog Project is 00000 so omitted from traditional format. PY '2' omitted

WHS WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	49447						^													
ACCT 2	97		^	2002			2	^	100				^	1120				^	2	^
ACCT 3	0							^	10					1			^			
ACCT 4	2101			^	49447				^											
ACCT 5	96JU97						^	9796JU						^	DS		^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

DAFS WAAS Traditional Format

9720100.1220 P2009 4001 2101 2102 S12123 DJTD20001
NOTE: PY '2' omitted

DAFS WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	12123						^													
ACCT 2	97		^	2002			2	^	100				^	1220				^	2	^
ACCT 3	P2009							^	4010					1			^			
ACCT 4	2101			^	12123				^											
ACCT 5	9JAA97						^	979JAA						^	DJ		^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

DISA WAAS Traditional Format

9720100.4300 P226MBNZ0 JT9H19 2101 2102 DDTD26789 842500
NOTE: PY '2' omitted

DISA WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	842500						^													
ACCT 2	97		^	2002			2	^	100				^	3400				^	2	^
ACCT 3	P226MBNZ0							^	JT9H19					1			^			
ACCT 4	2101				^	842500						^								
ACCT 5	WAB197						^	97WAB1					^	DD			^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

DoDEA WAAS Traditional Format

9720100.6010 P5280 1300 2101 2102 DETA20823A2UFW S49451
NOTE: PY '2' omitted

DoDEA WAAS DTS Format

WAAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	49451						^													
ACCT 2	97		^	2002			2	^	100				^	6010				^	2	^
ACCT 3	P5280							^	1300					1			^			
ACCT 4	2101				^	49451						^								
ACCT 5	99DA97						^	9799DA					^	DE			^			
ACCT 6																				
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10																				

WAAS Line of Accounting Definition

ACCT	FIELD NAME
1,4	**Fiscal Station Number** - Identifies the activity responsible for performing the accounting for these funds.
2	**Department Code** - Identifies the government agency receiving the funds
2	**Fiscal Year** - Identifies the first year funds are available for obligation. Enter as full 4-digit FY for clarity.
2	**Basic Symbol** - Identifies the type of funds being used (0100 = O&M, 0400 = R&D).
2	**Limit** - identifies DoD Component receiving allocation of funds.
2	**Program Year** - Represents the actual fiscal year the funds are available, particularly for an X year appropriation. - Mandatory field for all LOAs.
3	**Program Project** - Subdivision of funds identifying specific projects or initiatives in WAAS.
3	**Organization Responsibility Code** - Subset of an appropriation identifying the Division or office using the funds.
4	**Object Class Code** - Identifies the type of goods or services being purchased (similar to Army Element of Resource (EOR))
5	**Account Processing Code + DPI** - Required field for disbursements. Composed of 4-character APC + 2-character Data Processing Indicator (DPI). (For WAAS users, normally "97". Example "23JH97". **Mandatory field for disbursing.
5	**Cost Center Code** - Required field for disbursements. Composed of 2 character DPI + 4-character APC. Must match the codes in APC + DPI but in reverse order. Example "9723JH". **Mandatory field for disbursing.
5	**Organizational ID** - Two character code used to identify DOD Agencies for query purposes in WAAS. ** Mandatory for disbursing.
9	**IBOP** - International Balance of Payments. Reserved for use when required in the future.

Lines of Accounting (LOA) Formats – eBiz

eBiz 1, 8/7/2002

eBiz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	FSN						^													
ACCT 2	DEPT		^	FY				^	BS				^	DALO				^		
ACCT 3	MCLO			^	FLO				^	OC/OSC							^			
ACCT 4	PPC				^	SIPC				^										
ACCT 5	APC(1)		^	APC(2)		^	FSN						^							
ACCT 6	PROJ								^	WC							^			
ACCT 7																				
ACCT 8																				
ACCT 9	IBOP				^															
ACCT 10	JOCC													^	ACRN		^			

Department Code	DEPT	2 AN	2	1 - 2	FA2 A1	A1
Fiscal Year	FY	4 AN	2	4 - 7	FA2 A3	A3
Basic Symbol	BS	4 AN	2	9 - 12	FA2 A4	A4
Defense Agency Level Organization	DALO	4 AN	2	14 - 17	FA2 A7	D1
Major Command Level Organization	MCLO	3 AN	3	1 - 3	FA2 D6	D2
Field Level Organization	FLO	4 AN	3	5 - 8	FA2 H1	D3
Object Class/Object Sub-Class	OC/OSC	7 AN	3	10 - 16	FA2 F1	F1/F2
Program/Planning Code	PPC	4 AN	4	1 - 4	FA2 E3	G1
Special Interest/Program Cost Code	SIPC	4 AN	4	6 - 9	FA2 G2	G2
First 2 position of APC	APC(1)	2 AN	5	1-2	FA2 D1	N/A
Last 2 positions of APC	APC(2)	2 AN	5	4-5	FA2 B5	N/A
Accounting Installation	FSN	6 AN	5	7-12	FA2 L1	L1
Project/Task/Budget Sub-line	PROJ	8 AN	6	1 - 8	FA2 C4	B4
Work Center	WC	7 AN	6	10 - 16	FA2 B2	D4
International Balance of Payments	IBOP	4 AN	9	1 - 4	FA2 P4	
Job Order Cost Code	JOCC	13 AN	10	1 - 13	FA2 G1	H1
Assigned Number	ACRN	2 AN	10	15 - 16	ENT01 / IT101	

eBiz Line of Accounting Example

The following LOA example was provided by the Defense Finance and Accounting Center (DFAS). The example is designed to aid in the translation from the traditional accounting format to the DTS 10X20 format. Both formats are provided below.

Traditional Format

97200320034930 5L2P ADADC VPY COCL 210TP00 03310000Y2K1 ARMY 033186 C2VY VPYCO3YA001

eBiz DTS Format

eBiz	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	33186						^													
ACCT 2	97		^	2003				^	4930				^	5L28				^		
ACCT 3	VPY			^	COCL				^	210TP00							^			
ACCT 4	Y2K1				^	ARMY				^										
ACCT 5	CZ		^	VY		^	33186						^							
ACCT 6	3310000								^	ADADC							^			
ACCT 7																				
ACCT 8																				
ACCT 9					^															
ACCT 10	VPYCO3YA001													^			^			

eBiz LINE OF ACCOUNTING DEFINITIONS

ACCT FIELD NAME

1 Accounting Installation A six character alphanumeric code that identifies the Activity responsible for performing the official accounting and reporting for the funds.

5 Accounting Installation A six character alphanumeric code that identifies the Activity responsible for performing the official accounting and reporting for the funds.

10 Assigned Number A two character alphanumeric Accounting Classification Reference Number (ACRN) associated with a unique Line of Accounting (LOA) cited on the document.

2 Basic Symbol A four-character number designating the U. S. Treasury account number assigned to the appropriated funds. This is the highest governmental organizational level at which appropriation, fund, deposit, clearing and receipt accounts are summarized.

2 Defense Agency Level Organization A four character alphanumeric

2 Department Code A four-character number that identifies the military department or government entity receiving the appropriated funds.

3 Field Level Organization A four character alphanumeric code identifying the geographic location of the DFAS cost center.

5 First 2 position of APC The first two characters of a four character alphanumeric code used as accounting shorthand in DBMS.

5 Second 2 positions of APC The third and fourth characters of a four character alphanumeric code used as accounting shorthand in DBMS.

2 Fiscal Year A four character alphanumeric code that designates the year funds are available for obligation.

9 International Balance of Payment A four character alphanumeric code used to identify the benefiting foreign country. Used for reimbursement/settlement of OCONUS travel transactions.

10 Job Order Cost Code A thirteen character alphanumeric Job Order Number used to identify Job Costs associated with reimbursable work orders.

3 Major Command Level Organization A three character alphanumeric code representing a DFAS Product Line (i.e. Vendor Pay).

3 Object Class/Object Sub-Class A seven character alphanumeric Object Class code to classify a budget execution transaction and Object Sub-Class code indicating the object of expense for the transaction. Objects of expense represent a classification of goods or services on which the agency spends funds.

4 Program/Planning Code An eight character alphanumeric code providing a program output or other capability to improve mission performance or further a specified mission or objectives.

6 Project/Task/Budget Sub-line An eight character alphanumeric code that identifies additional Sub-Divisions of the U. S. Treasury Account.

4 Special Interest/Program Cost Code A four character alphanumeric designator providing a separate accounting and reporting for cost incurred during an emergency or in support of a special program.

6 Work Center A seven character alphanumeric code used to identify a specific responsibility center that carries out the mission, conducts a major line of activity, or produces one or more outputs (i.e. DFAS Support).

9 IBOP - International Balance of Payments. Reserved for use when required in the future.

APPENDIX F

Procedures for Canceling a Trip: with and without Travel Arrangements

Summary of cancellation procedures

I. With Travel Arrangements / Before AO Approval - Adjustment

Original trip request. In **Doc Prep module** - Traveler creates an authorization with reservations, signs, and the document processes through **CTO BOOKED**. Traveler is no longer taking the trip, the travel arrangements need to be cancelled, and the document has not been approved by the AO.

Adjustment to cancel travel arrangements. In **Doc Prep module**, create an adjustment. In the **Reservation Module**, insert comments to the travel agent to cancel all reservations

Applying the CANCELED stamp. In the **Route and Review module**, a routing official applies the canceled stamp.

II. With Travel Arrangements / After AO Approval – Amendment

Original trip request. The traveler completed the original request, the CTO has made reservations, and the routing has been complete by the AO stamping the document APPROVED. The CTO is waiting to ticket the air travel; ticketing normally occurs three business days prior to departure.

a. Prior to ticketing, the trip needs to be cancelled.

Amendment to cancel travel arrangements. In Doc Prep module, either the traveler or AO creates an amendment to communicate the cancellation to the CTO using the SIGNED stamp

Applying the CANCELED stamp. In the Route and Review module, a routing official applies the canceled stamp

The document continues to route accordingly to the Archive. Note: Previously approved travel authorizations that are cancelled go to the Archive.

b. After ticketing, the trip needs to be cancelled and a refund requested.

Amendment to cancel travel arrangements. In Doc Prep module, either the traveler or AO creates an amendment to communicate the cancellation to the CTO using the SIGNED stamp.

Applying the CANCELED stamp. In the Route and Review module, a routing official applies the canceled stamp

The document continues to route accordingly to the Archive. Note: Previously approved travel authorizations that are cancelled go to the Archive.

Traveler Requests Refund for Charged Ticket. As the trip has been ticketed, there is a charge on either an IBA or CBA account. The CTO will automatically process a refund / credit for a CBA ticket. The traveler must initiate action based on the type of ticket used to obtain a refund / credit.

III. Before AO Approval (no travel arrangements) – Adjustment

Original trip request. The traveler completed the original request, there are no entries in the Reservation Module, and the routing has not been completed by the AO stamping the document APPROVED.

Applying the CANCELED stamp. In the Route and Review module, a routing official applies the canceled stamp.

IV. After AO Approval (no travel arrangements) – Amendment

Original trip request. The traveler completed the original request, there are no entries in the Reservation Module, and the routing has been complete by the AO stamping the document APPROVED.

Applying the CANCELED stamp. In Doc Prep, the AO or routing official applies the canceled stamp.

The document continues to route accordingly to the Archive. Note: Previously approved travel authorizations that are cancelled go to the Archive.

Cancellation/Curtailment Procedures

To determine proper cancellation procedures, answer question 1 and perform the action based on the applicable response in the block to the immediate right. Continue with questions 2 and 3 until the action is complete. DGE = Designated Government Entity.

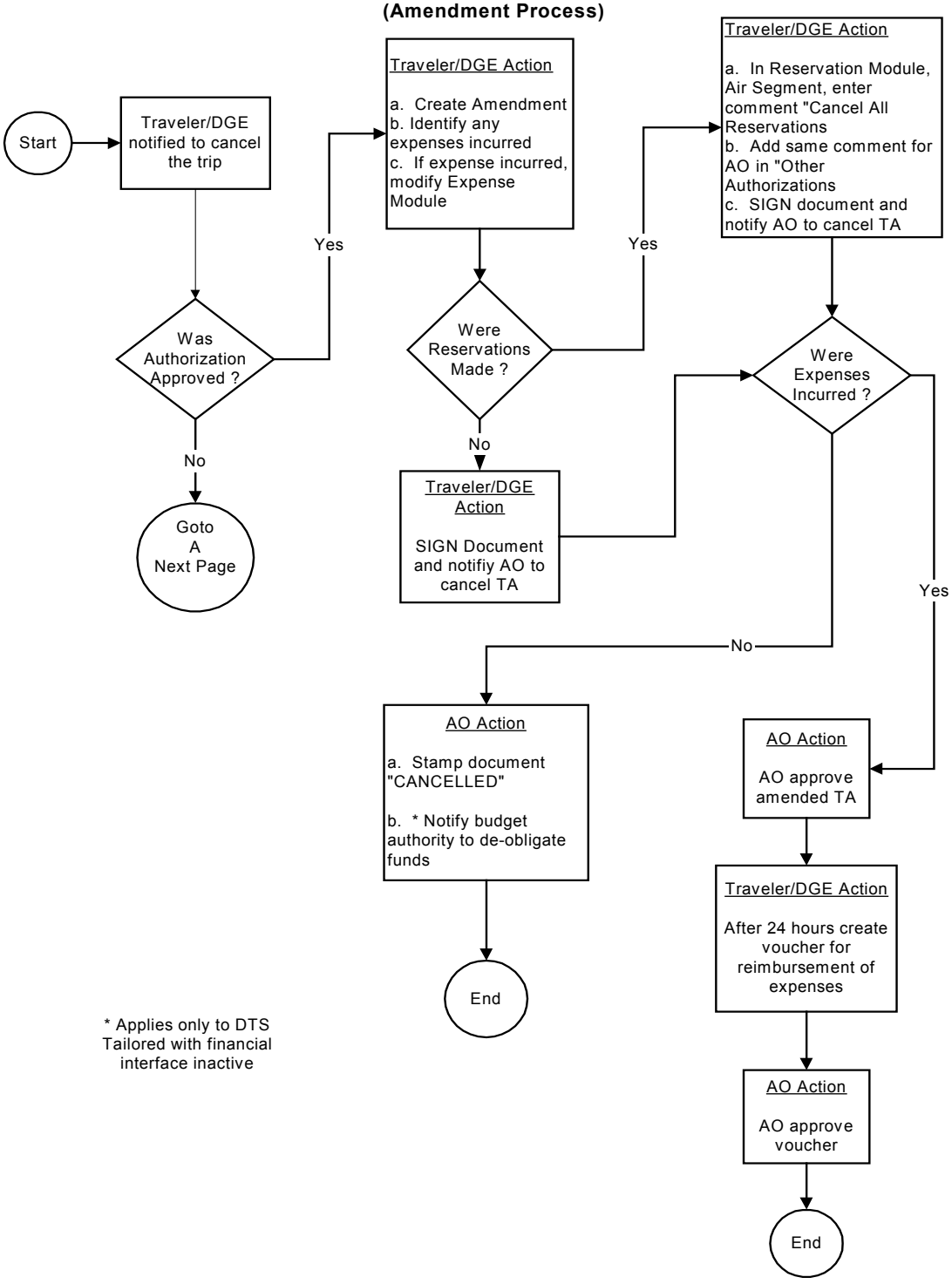
1. Was Authorization Approved?	**Traveler/DGE Action**	**2. Were Reservations Made?**	**Traveler/DGE Action**	**3. Were Expenses Incurred?**	**Traveler/DGE Action**	**AO Action**
Yes	a. Create **<u>Amendment</u>** b. Identify any expenses incurred c. If expense incurred, modify Expense Module	Yes	a. In Reservation Module, Air Segment, enter comment "Cancel All Reservations b. Add same comment for AO in "Other Authorizations" c. * SIGN document	Yes		Approve amended TA
					After 24 hours create voucher for reimbursement of expenses	Approve voucher
				No		a. Stamp document "CANCELLED" b. **Notify budget authority to de-obligate funds
		No	*SIGN document	Yes		Approve amended TA
					After 24 hours create Voucher for reimbursement of expenses	Approve voucher
				No		a. Stamp document "CANCELLED" b. **Notify budget authority to de-obligate funds
No	a. Create **<u>Adjustment</u>** b. Identify any expenses incurred c. If expense incurred, modify Expense Module	Yes	a. In Reservation Module, Air Segment, enter comment "Cancel All Reservations b. Add same comment for AO in "Other Authorizations" c. *SIGN document	Yes		Approve amended TA
					After 24 hours create voucher for reimbursement of expenses	Approve voucher
				No	N/A	a. Stamp document "CANCELLED" b. **Notify budget authority to de-obligate funds
		No	*SIGN document	Yes		Approve amended TA
					After 24 hours create voucher for reimbursement of expenses	Approve voucher
				No	N/A	a. Stamp document "CANCELLED" b. **Notify budget authority to de-obligate funds

* Traveler/DGE must notify the AO if the cancellation is NOT AO initiated.

** Applies only to DTS Tailored with financial interface inactive.

Table 1

PMO-DTS
Cancellation/Curtailment
Procedures
(Amendment Process)



* Applies only to DTS Tailored with financial interface inactive

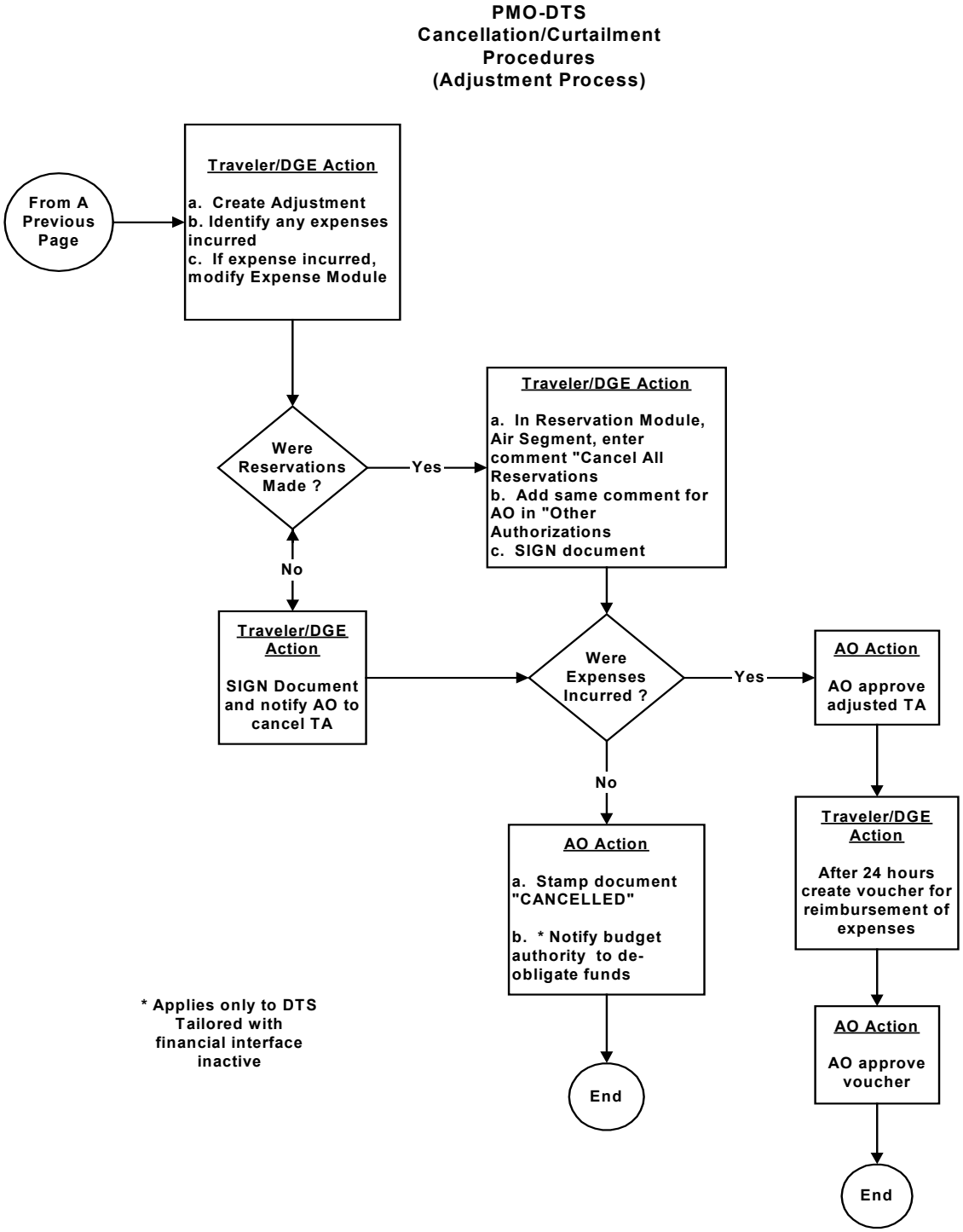


Table 2

APPENDIX G

Editing Lines of Accounting

Lines of Accounting (LOAs) may be edited for two basic reasons: (1) to correct an error in the LOA, and (2) to permit certain data fields in a master LOA to be filled in when a TA is prepared.

1. Correcting LOAs. Should a LOA contain an error, the Accounting System will reject the TA. The DTA and traveler will receive notices from the DTS that a reject occurred. The DTA will either (1) make the correction or (2) notify the traveler to make the correction.

(1) To correct an error in a LOA within the TA, a member of the DTA or traveler must open the TA, open the Accounting Module, and overwrite the bad data with the correct data. This situation happens when the Master LOA has an error or a Wild Card data field has been filled in incorrectly. When the TA is signed, the preparer will be asked if the document was adjusted. The statement, "Corrected LOA" will be entered. The TA will continue to route back to the AO for approval and further processing into the accounting system. Correcting a Master LOA will not correct the LOA in a TA already in the DTS; therefore, an open TA must be corrected individually using this process.

(2) To correct a Master LOA, a member of the DTA must first open the Doc Prep Admin Module and overwrite the error with the correct data. Once the Master LOA is corrected, all subsequent TAs will have the corrected LOA.

2. Using Place Holders and Wild Cards. Whenever a LOA is set up to leave certain data fields blank for later completion, the following actions must take place:

(a) Place Holders. The DTA opens the Doc Prep Admin Module to set up the LOA. In every data field that is to be filled out at the time the TA is prepare, the # character is place in that field instead of alpha/numeric characters:

EXAMPLE OF "Place Holder" in LOA:

Line 1 034030**^**
Line 2 21**^**2002**^**2020**^**3106**^**X**^**
Line 3 57**^**1014**^^**2**^**
Line 4 325796BD**^^**
Line 5 QSUP**^^**####**^** (Allows user to assign "21T1" or "21T2" to the EOR)
Line 6 ######## (6-digit JONo plus 2-digit DPI) **^**######**^** (6-digit CCC)
Line 7 **^^**034030**^**
Line 8 **^^^^**
Line 9 **^** **OR**, if using IFS, use ####################**^** (19 digit IFS Code)
Line 10 ######## (8-digit sub-JONo) **^**1**^**

Once the LOA has been developed, the Organization DTA (ODTA) responsible for establishing and maintaining the travel budget sets up the individual organizational budgets. The ODTA establishes the budgets in the Budget Module and pulls in the LOAs assigned to that organization. However, the LOA is changed to replace Place Holders with Wild Card indicators. The following example shows the above developed LOA as it would appear in the Budget Module.

Line 1 034030**^**
Line 2 21**^**2002**^**2020**^**3106**^**X**^**
Line 3 57**^**1014**^^**2**^**
Line 4 325796BD**^^**
Line 5 QSUP**^^*^** (Allows user to assign "21T1" or "21T2" to the EOR)
Line 6 * **^** (6-digit JONo plus 2-digit DPI) ***^** (6-digit CCC)
Line 7 **^^**034030**^**
Line 8 **^^^^^**
Line 9 **^** **OR**, if using IFS, use ***^** (19 digit IFS Code)
Line 10 ***^** (8-digit sub-JONo) 1**^**

When the responsible person (traveler or reviewer) updates the LOA within the TA, the appropriate EOR, JONo, CCC, IFS, and/or sub-JONo where the asterisk (*****) is placed in the Budget LOA.

NOTE*: *It is important that the data input does not overlay the delimiter carat (^). If the delimiter is left out, the accounting system will reject the TA.

APPENDIX H

Extract -- Continuing Resolution Act (FY2002)

One Hundred Seventh Congress
of the
United States of America
AT THE FIRST SESSION

Begun and held at the City of Washington on Wednesday,

the third day of January, two thousand and one

Joint Resolution

Making continuing appropriations for the fiscal year 2002, and for other purposes.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,

That the following sums are hereby appropriated, out of any money in the Treasury not otherwise appropriated, and out of applicable corporate or other revenues, receipts, and funds, for the several departments, agencies, corporations, and other organizational units of Government for fiscal year 2002, and for other purposes, namely:

SEC. 101. (a)(1) Such amounts as may be necessary under the authority and conditions provided in

the applicable appropriations Act for fiscal year 2001 for continuing projects or activities including the costs of direct loans and loan guarantees (not otherwise specifically provided for in this joint resolution) which were conducted in fiscal year 2001 and for which appropriations, funds, or other authority would be available in the following appropriations Acts:

(A) the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2002;

(B) the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act, 2002, notwithstanding section 15 of the State Department Basic Authorities Act of 1956, section 313 of the Foreign Relations Authorization Act, Fiscal Years 1994 and 1995 (Public Law 103-236), and section 504(a)(1) of the National Security Act of 1947 (50 U.S.C. 414(a)(1));

(C) the Energy and Water Development Appropriations Act, 2002;

(D) the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 2002, notwithstanding section 10 of Public Law 91-672 and section 15 of the State Department Basic Authorities Act of 1956;

(E) the Department of the Interior and Related Agencies Appropriations Act, 2002;

(F) the Legislative Branch Appropriations Act, 2002;

(G) the Military Construction Appropriations Act, 2002;

(H) the Department of Transportation and Related Agencies Appropriations Act, 2002;

(I) the Treasury and General Government Appropriations Act, 2002; and

(J) the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002:

Provided, That whenever the amount which would be made available or the authority which would be granted in these Acts as passed by the House and Senate as of October 1, 2001, is different than that which would be available or granted under current operations, the pertinent project or activity shall be continued at a rate for operations not exceeding the current rate: *Provided further*, That whenever there is no amount made available under any of these appropriations Acts as passed by the House and Senate as of October 1, 2001, for a continuing project or activity which was conducted in fiscal year 2001 and for which there is fiscal year 2002 funding included in the budget request, the pertinent project or activity shall be continued at the rate for current operations under the authority and conditions provided in the applicable appropriations Act for fiscal year 2001.

(3) Whenever the amount which would be made available or the authority which would be granted under an Act listed in this subsection as passed by the House as of October 1, 2001, is different from that which would be available or granted under such Act as passed by the Senate as of October 1, 2001, the pertinent project or activity shall be continued at a rate for operations not exceeding the current rate and under the authority and conditions provided in the applicable appropriations Act for fiscal year 2001.

b. Such amounts as may be necessary under the authority and conditions provided in the applicable appropriations Act for fiscal year 2001 for continuing projects or activities including the costs of direct loans and loan guarantees (not otherwise specifically provided for in this joint resolution) which were conducted in fiscal year 2001, at a rate for operations not exceeding the current rate, and for which appropriations, funds, or other authority was made available in the following appropriations Acts:

(1) the Department of Defense Appropriations Act, 2001, notwithstanding section 504(a)(1) of the National Security Act of 1947 (50 U.S.C. 414(a)(1)); and

(2) the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2001; and

(3) the District of Columbia Appropriations Act, 2001.

APPENDIX I
INTERIM DEBT MANAGEMENT PROCEDURE
Defense Travel System (DTS)
April 11, 2002

The procedures described herein are to be used until the DTS is automated to generate requisite debt management documents/procedures. Army and DFAS will review and adjust as required when fielding involves various Field Sites.

The Army will not employ DTS for trips involving partial payments or DFAS-generated non-ATM advances. It is expected that any debts incurred during the fielding will be those generated due to human error or found by DFAS-Kansas City Post Payment Review (PPR) Office. For example, if a traveler claims an expense that turns out to not be a personal one, such as a CBA ticket mistakenly entered as a personal IBA expense, a Due United States (US) situation will occur. For overpayments found, the following procedure will be followed to recover government funds.

1. Once the overpayment is identified, either by the traveler, Authorizing Official/Certifying Officer (AO/CO), accountable officer, PPR Office, and the DTA will be notified.

2. For debts of $10 or less, a member of the DTA will initiate a supplemental travel voucher (STV) charging the amount to an expense, to be typed in as “Debt less than $10”in the EXPENSES Module, and forward it to the appropriate AO/CO, who will approve the STV. This will generate a “No Pay Due” (EDI 810) in the disbursing system and an EDI 820 will be returned to DTS to close the trip record and send it to the Archive.

3. Waiver. The traveler will be given the opportunity to request a waiver.

a. If the traveler elects to request a waiver and it is denied, the package described below will be completed and a copy of the denial included.

b. If the traveler elects to request a waiver and it is granted, a member of the DTA will open the pending STV, enter information concerning the granted waiver in the COMMENTS Module, enter an offsetting expense by typing in “Debt Waived” in the EXPENSES Module, and submit the STV to the AO/CO for final approval. This action will complete the action within the Defense Accounting and Disbursing Systems (DADS) and archive the final record.

c. If the traveler declines the waiver, a member of the DTA will immediately prepare a debt collection package, consisting of the original Trip Authorization, Travel Voucher, pending supplemental voucher, and a forwarding memorandum. This package will be faxed to the appropriate DFAS organization to initiate the collection due process.

NOTE: The traveler may not invoke any debt waive procedures after the debt has

been sent to DFAS.

4. Debt Collection.

a. A member of the DTA will:

(1) Notify the AO/CO that the debt exists. The AO/CO will be responsible, along with members of the DTA, for monitoring the debt collection and, ultimately, completing the action to archive the official file.

(2) Notify the traveler that an overpayment exists. The traveler will be offered the opportunity to request a waiver. Should the traveler decline this process, action will be taken to process the debt for collection.

(3) A member of the DTA will generate a Supplemental Travel Voucher (STV) within DTS that reduces the questionable expense to the correct amount. For STVs with pending collections, the voucher will be held without further action until the DFAS notifies a member of the DTA that the debt is satisfied.

5. The traveler will be responsible for remitting any pay due within 30 days of receipt of official notification of a Due U.S. from the Debt Branch of the responsible DFAS Field Site. The traveler may request the DFAS to arrange for periodic payments to repay the debt.

6. Once the debt has been satisfied, the DFAS will notify a member of the DTA, who will:

a. Open the pending STV, enter an offsetting expense, typed as "Debt Satisfied" in the EXPENSE Module, enter information concerning the debt collected (e.g., amount, date collected, cash collection voucher (CCV) number) in the COMMENTS Module, and forward the STV to the AO/CO for approval. When signed, the DTS will send a "No Pay Due" (EDI 810) to the disbursing system and an EDI 820 will be returned to the DTS to close the trip record and send it to the Archive.

b. Adjust the AO/CO's budget by reducing the obligation by the amount collected.

7. The supporting Field Site's Debt Branch will be responsible for all collection actions, to include notifying traveler of Due U.S., collecting traveler's repayment, and ensuring the collection clears the debt in accounting. Upon satisfaction of the debt, the Debt Branch will notify a member of the DTA via e-mail of the completed action and include pertinent data (e.g., amount, date collected, and CCV number). The name, telephone number, and e-mail address of the DTA should be included on all documents.

SAMPLE TRANSMITTAL MEMORANDUM

April 11, 2002

MEMORANDUM FOR CHIEF, REPORTING AND ANALYSIS DIVISION, ATTN: DEBT BRANCH, DEPT 3291, DIRECTORATE FOR NET OPERATIONS, 8899 EAST 56TH STREET, INDIANAPOLIS, IN 46249-3291

SUBJECT: Defense Travel System (DTS) Overpayment

During a review process, a debt to the United States was identified for Ms. Olympia A. Greek, in the amount of $50.00 for overstatement of taxi expenses. Attached are copies of:

1. Original Travel Authorization
2. Original Travel Voucher
3. Pending Supplemental Travel Voucher
4. Traveler Declination Memorandum

Traveler was offered the opportunity to request a waiver for the debt.

Please initiate appropriate action to collect this debt. Upon satisfaction of debt, please notify, via e-mail, the Finance Defense Travel Administrator, Ms. Susan Que, that the collection action has been completed. Include in the e-mail the amount collected, date collected, and the cash collection voucher number. Ms. Que's e-mail address is **ques@hqda.army.mil**. Her telephone number is 703-555-1968.

JOSEPH A. TEST
DTS Certifying Officer
Financial Operations

Attachments

SAMPLE TRAVELER DECLINATION MEMORANDUM

April 11, 2002

MEMORANDUM FOR (Name of DTA)

SUBJECT: Defense Travel System (DTS) Overpayment

During a review process, a debt to the United States in the amount of $50.00 for overstatement of taxi expenses was attributed to my TDY trip to Fort Swampy, USA. I have been apprised of my due process rights and decline the opportunity to apply for a waiver.

I understand that I am responsible for remitting the amount due to the United States Treasury within 30 days of the notice that the debt exists or make appropriate arrangements with the DFAS to make periodic payments to satisfy the debt. If payment arrangements are made, I will notify the DTA and provide the details of the arrangements and the name and telephone number of the DFAS representative who established the arrangements.

Name:
Home Address:
Home Telephone:
E-mail Address:

NOTE: A copy of this memorandum must accompany the memorandum to DFAS that generates the debt collection.

APPENDIX J

REMOVING USER FROM ORGANIZATION

Transferring Travelers From One Organization to Another

Until the DTS Maintenance Tool is available, the procedures described below, shall apply regarding reassignment of a DoD traveler from one organization to another. Justification for invoking the reassignment process: traveler is being transferred or reassigned to a DoD organization/Service/Agency to which neither the traveler nor the traveler's current organizational DTA has access.

The traveler shall not be permanently removed from the DTS database. Instead, the traveler's current (losing) organizational DTA shall delete the traveler from the user table and (if applicable) routing lists. The (losing) organizational DTA shall NOT delete the traveler from the traveler table or groups to which he/she is assigned as this will cause the traveler's documents to become inaccessible. The organizational DTA also shall not delete the traveler's documents residing in the DTS. As a result of being deleted from the user table, the traveler will not have access to the DTS, until he/she is re-entered into the user table by the traveler's gaining organizational DTA. The gaining organizational DTA will need to add the new arrival to a Group by entering the traveler's name or Social Security Number (SSN) into the appropriate field in the "Members of Group……." window. The gaining organizational DTA will also need to perform synchronization of the traveler's organization/group and assign the traveler to an existing routing list within the gaining organization. The traveler may use the previously issued PKI certificate, or may be issued a new certificate, prior to accessing the DTS at the gaining organization.

Upon availability of and activation of the DTA Maintenance tool, the PMO-DTS shall publish new procedures regarding the transfer of travelers from one organization to another.

Deleting Users Permanently

Until the DTA Automation Tool is available, the following procedures shall apply regarding permanent deletion of a former user no longer requiring access to the DTS, due to separation/retirement from the DoD: the organizational DTA shall delete the user from the Users Table and all routing lists. The user shall not be deleted from any groups to which he/she was a member. The user's documents shall be maintained in the DTS for 15 months and the Archive for 6 years and 3 months. Fifteen months after the member has been removed from the user table, the losing organization may then delete the member from all groups, the traveler table as well delete the member's records. Upon availability and activation of the DTA Automation Tool, the PMO-DTS shall publish new procedures regarding the permanent deletion of users.

APPENDIX K

CURTAILED TRAVEL PROCEDURES

Curtailed travel refers to when a traveler's trip is canceled after the traveler has already incurred travel related expenses. At this point in time the traveler may have already departed on travel and may incur additional expenses (such as itinerary change/cancellation fees) to make the return trip. Curtailed travel is different from canceled travel, which refers to travel that is halted before any expenses have been incurred.

If the traveler's trip is canceled prior to departure, the traveler must cancel his or her authorization and contact the CTO for the ticket refund to be issued. These procedures are outlined in this appendix in the 'Cancellation/Curtailment Procedures Matrix' section.

If the trip is canceled while the traveler is enroute or if expenses are incurred when TDY is canceled at the last minute, the traveler must contact the CTO using the 1-800 service number to make the necessary travel arrangements for the traveler to return home. If the traveler was issued an electronic ticket, the CTO will begin the ticket refund process. If a hard-copy ticket was issued, the traveler must present the unused ticket to the CTO upon return for the ticket to be refunded.

Upon return, the traveler or travel clerk/government entity must amend the original authorization to reflect the change in travel. The user should not cancel the original authorization. If the traveler had already departed when the TDY was canceled, the traveler should change the itinerary to reflect the length of the trip. The user must also add a comment to the remarks field explaining that the trip was canceled and that the traveler is being reimbursed for unavoidable expenses or expenses already incurred. The traveler should also enter a comment in the reservation module explaining that the trip was curtailed. The user should then delete all expenses that will not be reimbursed. If the traveler does not have sufficient notice of the cancellation, the traveler may be unable to cancel reservations or registrations, and may be charged for the expenses or charged penalty fees. These unavoidable expenses are reimbursable to the traveler under the JTR/JFTR (Appendix O -T4060B14) and must be included on the expense voucher. These expenses should be added to the amendment with explanations provided in the remarks section. The user will then sign the amended authorization and it will route for review and approval.

The traveler or government entity should then create a voucher from the amended authorization. This voucher will be for the amount of the incurred expenses and/or unavoidable expenses. The user then signs the voucher and routes to the approving official for approval of the voucher. Twenty-four hours after the amended authorization has been approved, the voucher will be processed for payment by the DTS.